



C/O Compliance Office
1306 Concourse Dr., Suite 201
Linthicum Heights, MD 21090

<<First Name>><<Last Name>>
<<Address1>>
<<Address2>>
<<City>><<State>><<Zip>>

9/06/19

Dear <<First Name>><<Last Name>>:

We are writing to inform you of an incident at the Columbia medical offices of Anne Arundel Dermatology that may have resulted in the disclosure of your name and limited protected health information. We take the security of your personal information very seriously, and sincerely apologize for any inconvenience this incident may cause. This letter contains information about what happened, steps we have taken and resources we are suggesting to you to protect your identity.

Sometime during the weekend of July 27-28, 2019, our Columbia medical office was the target of a burglary. No staff members or patients were in the building at the time of the burglary. The following Monday, upon learning of the break-in, we immediately conducted an investigation to determine what was taken and what patients may be affected by this incident. We discovered that the burglar opened a locked storage drawer and stole a small amount of petty cash, along with a daily payment log containing one days' worth of payment information for the medical office. The stolen documents contained your protected health information including your full first and last name as well as internal codes assigned for billing purposes; and, the method and amount of payment.

Importantly, we have concluded that no associated credit card numbers, Social Security numbers, or insurance data was stolen. There is no indication of unauthorized use of your information at this time. Rest assured that we have reported the burglary to law enforcement and are cooperating with their investigation.

We take the security of all information in our systems very seriously and want to assure you that we are taking swift action to assess our security systems and enhance current measures to prevent a recurrence of this incident, including minimizing access to cash, keys, and secure drawers and shielding patient identifiers on financial logs.

We sincerely regret any inconvenience that this matter may cause you and remain dedicated to protecting your information. Please see the addendum for additional steps you can take to protect your personal information. If you have any questions, please call (443) 906-1853, Monday through Friday, 8:00 a.m. to 5:00 p.m., Eastern Time, or contact me at smcnamara@aadermatology.com.

Sincerely,

A handwritten signature in cursive script that reads 'Sharon McNamara'.

Sharon McNamara
Compliance Officer
Anne Arundel Dermatology

Additional Important Information

For residents of Maryland:

You can obtain information from the Maryland Offices of the Attorneys General and the Federal Trade Commission about fraud alerts, security freezes, and steps you can take toward preventing identity theft.

**Maryland Office of the
Attorney General**
Consumer Protection
Division
200 St. Paul Place
Baltimore, MD 21202
1-888-743-0023
www.oag.state.md.us

Federal Trade Commission
Consumer Response
Center
600 Pennsylvania Ave,
NW
Washington, DC 20580
1-877-IDTHEFT (438-
4338)
www.ftc.gov/idtheft

For residents of all states:

Fraud Alerts: You can place fraud alerts with the three credit bureaus at one of the three major credit bureaus by phone and also via Experian's or Equifax's website. A fraud alert tells creditors to follow certain procedures, including contacting you, before they open any new accounts or change your existing accounts. For that reason, placing a fraud alert can protect you, but also may delay you when you seek to obtain credit. The contact information for all three credit bureaus is below:

Monitoring: You should always remain vigilant and monitor your accounts for suspicious or unusual activity.

Security Freeze: You also have the right to place a security freeze on your credit report. A security freeze is intended to prevent credit, loans and services from being approved in your name without your consent. To place a security freeze on your credit report, you need to make a request to each consumer reporting agency. You may make that request by certified mail, overnight mail, or regular stamped mail, or by following the instructions found at the websites listed below. The following information must be included when requesting a security freeze (note that if you are requesting a credit report for your spouse, this information must be provided for him/her as well): (1) full name, with middle initial and any suffixes; (2) Social Security number; (3) date of birth; (4) current address and any previous addresses for the past five years; and (5) any applicable incident report or complaint with a law enforcement agency or the Registry of Motor Vehicles. The request must also include a copy of a government-issued identification card and a copy of a recent utility bill or bank or insurance statement. It is essential that each copy be legible, display your name and current mailing address, and the date of issue. The consumer reporting agency may charge a small fee to place, life, or remove a freeze, but is free if you are a victim of identity theft or the spouse of a victim of identity theft, and you have submitted a valid police report relating to the identity theft incident to the consumer reporting agency. You may obtain a security freeze by contacting any one or more of the following national consumer reporting agencies:

Equifax Security Freeze
P.O. Box 105788
Atlanta, GA 30348
www.freeze.equifax.com
800-525-6285

Experian Security Freeze
P.O. Box 9554
Allen, TX 75013
www.experian.com/freeze
888-397-3742

TransUnion (FVAD)
P.O. Box 2000
Chester, PA 19022
freeze.transunion.com
800-680-7289

More information can also be obtained by contacting the Federal Trade Commission listed above.